

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency, or Establishment																																																																					
c. Second Level Review										Motor Vehicle Operator										NA										5703										07										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature																				Signature																																																	
Date																				Date																																																	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				FWS JGS for Motor Vehicle Operating 5703																																																	
S.J. NEW																				TS-61 Apr 91																																																	
Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature																				Date																																																	
12-31-01																																																																					
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Motor Vehicle Operator **POSITION NUMBER** 01-037A

JOB SERIES: 5703 **PAY LEVEL:** NA-7

Summary of Duties: Operates one or more motor vehicles including platform trucks, van trucks, fuel trucks, dump trucks, and trash removal trucks which typically have an approximate gross vehicle weight (GVW) of more than 26,000 lbs. and up to 32,000 lbs. May operate passenger buses regardless of GVW. Vehicles are usually equipped with air brakes. Vehicles are driven on the basis of either specific trip assignments or regularly established schedules over public roads at highway speeds throughout rural or urban areas over Federal, state, and county roads and city streets in all traffic conditions such as rough terrain, in close quarters and in heavy traffic. Adheres to all state, local and installation traffic laws and ordinances. May operate vehicles equipped with a power takeoff device for transferring engine power to special-purpose accessory equipment, such as winches, power lifts, plows, spreaders, and rear-end compactors. Ensures cargo is protected from weather and is properly distributed and secured to prevent damage or loss during transit. Performs operator maintenance on all vehicles operated. Complies with applicable safety requirements. Checks material loaded or delivered against various documents for accountability. Performs other related duties as assigned.

Skills and Knowledge: Skill in operating vehicles that are high, wide, long, heavy, and equipped with air brakes. Knowledge to make difficult judgments concerning loading and arranging cargo, overhead and side clearances, turning radius, braking distance, and distance to be maintained from other vehicles. Knowledge to select legal routes. Ability to back up using side mirrors and hand signals from spotters. Skill in selecting alternate routes to avoid heavy traffic or other delaying conditions. Ability to read a map and reach unfamiliar locations. Ability to operate power takeoff devices. Possess or be able to obtain applicable state and/or government driver's license.

Responsibility: Receives instructions from supervisor on the type of vehicle to be operated, destination, cargo or passengers to be transported, purpose of the trip, deadlines to be met, and any special information. Driving proficiency is assessed in terms of safe and expeditious completion of assigned jobs. Responsible for selecting routes and obeying all traffic laws and safety regulations. May personally load or be responsible for overseeing loading and unloading of bulky, cumbersome cargo.

Physical Effort: Heavy physical effort is required to maneuver long and heavy vehicles, especially when backing up. Frequently lifts, merchandise, supplies or equipment weighing 40 lbs.

Working Conditions: Operates vehicles in all types of traffic and weather on public roads.